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Office of Public Instruction
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Compensation Expenditures Report Instructions

There are two ways to input data for the compensation expenditures report.

The first method is to import a .csv file created by a school specific software vendor.
1. Create a .csv file from your accounting software (contact vendor for specific instructions) for districts with multiple legal entities you will need to create a .csv file for each entity.
2. Log onto MAEFAIRS, click on DATA ENTRY, then click on COMPENSATION EXPENDITURES.
3. Chose an LE (should you have more than one).
4. Click on the "Browse" button.
5. Find the .csv file that your software created (again, check with the vendor for location).
6. Double click on the appropriate file.
7. When you are returned to the data entry page, click on the blue "Import Compensation Expenditures" button. It is directly below the box that holds the link to the .csv file.
8. If all of your data is correct, you will see a list of employees, the line items they are paid from, and the amounts for each of those line item.
    a. Print the 3 reports from the "print report" buttons at the top of the page for your records
    b. If there are no corrective validations, click on "submit Compensation Report"
9. If there are issues with the data in your .csv report the whole file will be rejected.
    a. If you have error messages regarding SEID or TOE records missing, check your 2012-2013 Terms of Employment report to make sure the employee and SEID are entered correctly. If you did not print the report and/or need help contact the TEAMS staff at Office of Public Instruction by e-mailing them at OPITEAMS@mt.gov. They can switch you back to the 2012-2013 Terms
    b. If you have error messages concerning any other issue, call Steve Hamel, 444-0783 or e-mail him at shamel@mt.gov.

The second method is to manually enter the data just as you would for the Trustees Financial Summary.
1. Follow the same steps in 1 – 3 above.
2. Ignore the "Browse button and proceed down to the SEID entry spot.
3. Enter an SEID then hit your tab key.
4. Should you get an error message regarding the SEID not being included on your TOE report, follow the steps in 9A above.
5. If the SEID is valid, enter each line item SALARY code/codes (111-180 object code) from which the employee was paid using the dropdown boxes. There may be multiple salary codes. You will need to enter the SEID for each line item you enter for that employee.
6. Using the same procedure, enter all the expenditure benefit codes (200-280 object code) that were used to record benefits paid by the district on that employees behalf.
    a. Report only the Employer share of Social Security/Medicare, Teachers/Public Employee's Retirement, Unemployment, Worker's Compensation, Health Insurance, Life Insurance, and Other Employee Benefits. There may be as many as 7 benefit line items for each salary line item associated with each employee.
7. When done, follow the steps in line 8 above.

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